

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**October 1, 2008**

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**TITLE:** Cancer Control Section Manager  
**POSITION NO:** 48040  
**LOCATION:** Public Health & Safety Division, Helena  
**STATUS:** Full-Time/Permanent  
**UNION:** Non  
**PAY GRADE:** Pay Plan 20, Pay Band 7  
**STARTING SALARY:** \$49,468 - \$61,835 annually. Depending on qualifications and internal equity.  
**SUPPLEMENT:** Yes

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 16, 2008 for first review.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is required at time of application.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is a Section Supervisor in the Chronic Disease Prevention & Health Promotion (CDPHP) and is responsible for developing and implementing section programs to improve and protect the health and safety of Montanans and to promote or provide a wide range of preventive, primary, and public health services to individuals and communities; directing

and performing program operational activities including service delivery, public and interagency relations, program monitoring, consultation, technical assistance, etc. to ensure organizational goals are met and program activities comply with applicable regulations; administering section budget policies, grants, contracts, information systems, and related systems and activities; operating numerous grants from the Centers for Disease Control and Prevention, as well as state funding; and is responsible for the work of numerous contractors and consultants. This position supervises five staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the concepts and theories of the public health program administration field including research methodology; disease control and intervention; epidemiological and statistical analysis; modern research procedures; community organizations and resources related to the field of public health; chronic and communicable disease prevention methods; strategic planning; federal/state funding requirements; computers and database management; use of statistical software; federal grant requirements; advanced research and evaluation methods and techniques; project management; agency policies, procedures, and guidelines; principles and practices of public information and education; presentation methods and techniques; budgeting; contract administration; supervisory principles and practices; and department and State Personnel policies, procedures, and precedents, employment law, and program requirements.

Skills: Skill in developing approaches to sensitive issues that have significant impacts on public health and the environment; the operation of the personal computer and laptop including word processing, spreadsheet, database programs, Internet, and email; office equipment such as a copy machines, dictation equipment, cameras and video equipment, telephone, and calculator; and a motor vehicle with a valid Montana driver's license.

Abilities: Ability to remain calm and professional and respond articulately under significant pressure and to develop effective working relationships with a variety of individuals and agencies; align behavior with the needs and goals of the organization and provide a visible role model for others; hold self accountable for organizational activities, services, decisions, successes and failures; provide timely and concise information to others; and focus efforts and energy on successfully attaining organizational goals and objectives.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in the health sciences, education, behavioral/social sciences, or communications-related field **AND** five years of job-related work

experience including supervisory and management responsibilities **OR** a Master's degree in public health or a related field **AND** four years of progressively responsible public health experience, including supervisory and management responsibilities.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR transcripts will be received up to time of interview;**
4. Resume; and
5. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be

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provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Cancer Control Section Manager  
Position: #48040  
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. One of the areas of focus of the Cancer Control Section is to improve the quality of cancer care. For colorectal cancer, please describe a component of cancer care (i.e., screening, early diagnosis, treatment, palliative care) and identify a strategy or intervention that would improve the quality of cancer care. Please state a specific quality improvement strategy that you would recommend, how that strategy could be implemented, and your recommendations that would result in positive measurable outcomes. Please cite the evidence that supports your recommendations and describe the data sources and how you would evaluate the outcome. Please describe what evaluation methods and measure you would use to assess the impact of this intervention.